

515 Office Help

TYPISTS
DICTA TYPISTS
STENOS
SWITCHBOARD

We have immediate openings for experienced personnel with the above skills. Short and long term temporary assignments are available now.

Don't wait another minute! Find out how much fun and variety you can enjoy as an O.O. Office Staff Temporary.

CALL TODAY
 Islington 249-7191
 Weston/Rexdale 249-8409


office overload
 a division of Drake International Inc.

RECEPTIONIST TYPIST (Bilingual)

If French is a second language for you, our company has a position available immediately.

Applicants should have accurate typing (40-50 wpm) to handle miscellaneous typing assignments. Previous reception and switchboard experience an asset.

A good clear telephone manner and a helpful attitude are a must.

For interview, please call


GAF (CANADA) LTD.
 2403 Stanfield Rd.,
 Mississauga, Ont. L4Y 1R8
 ATTENTION: MRS. D. WAITE,
 PERSONNEL MANAGER

277-0381

West End Opportunities

\$200. CREDIT/COLLECTIONS. Become an added asset to this large firm and enjoy a busy atmosphere and top benefits.
\$240+. ORDER DESK. Your previous lighting or electrical background will land you this challenging position with a reputable well known firm.
\$200+. BILINGUAL SECRETARY. Be more than a Secretary in this friendly office where responsibility and a great future can be yours.
\$170. TYPIST. A new job, a new you. Get started in this challenging and variety filled position where growth potential is offered.

NO APPOINTMENT NECESSARY OR CALL

239-7381 247-8287
 1243 Islington 1735 Kipling Dixon
 Across from Subway Westway Plaza


 TEMPORARY POSITIONS
 ALSO AVAILABLE THROUGH
 DRAKE INTERIM

SECRETARY ASSISTANT WITH GRAPHICS EXPERIENCE

We have an interesting and varied sole charge position available for a dicta typist who has had some paste-up and/or graphic camera experience. Either a commercial artist who can type or a typist who has a graphic flair would be ideal.

Location is near Airport and commencing date would be early July.

We are a young, successful company in the cosmetic and beauty industry — the job will be fun, but sometimes hectic.

We are looking for competence and personality.

PHONE PETER OR DAVID AT 366-3505

RECEPTIONIST/TYPIST

Opening for experienced receptionist/typist with modern manufacturing company located Bloor and Islington area. Must be a good typist with general office experience and able to work with minimum supervision. Opportunities for advancement and benefits.

233-1256

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Bramalea Personnel INC.
 738 BRAMALEA ROAD, BRAMALEA, ONT.
 YOUR LOCAL EMPLOYMENT SERVICE

RECEPTIONIST/TYPIST (French) with good secretarial skills for variety position including translations. 100% company paid benefits. Rexdale.
SENIOR TYPIST for professional group. Immediate opening. Malton.
EXECUTIVE SECRETARY. Career oriented person with excellent shorthand and typing to work for President. Airport area.
ADMINISTRATIVE ASSISTANT with excellent secretarial background, good organizational skills and ability to meet with all levels of management. French an asset.
SALES SECRETARY. A professional person with good typing to arrange all promotional trade shows, conventions, seminars, etc. French an asset.
ORDER DESK/SECRETARY. An efficient well groomed person with good telephone voice and typing skills required for busy sales department. Excellent salary.
EXECUTIVE BILINGUAL STENO (English/French) with top secretarial skills and excellent translation ability. Top salary and company paid benefits.
PAYROLL CLERK. Fully experienced, 1-Rite system. Exposure to construction payroll a must. Good salary.
PERM. PARTTIME. Flexible person with good appearance and accurate typing for variety job. Own car.
MACHINE OPERATOR/EXTRUSION. Good mechanical ability required. Will train as set-up person. Shift work.
PERM PART TIME. For general warehouse duties. Ideal position for semi-retired person. Own car.
TEMPORARY POSITIONS. Available for Stenos, Dictas, Accounts Clerks, etc. REGISTER NOW

791-1992

COMPUTER OPERATOR

We have an opening in our Data Processing Department for a Computer Operator. The successful applicant will have at least 2 years operating experience on a 360 DOS system and some knowledge of JCL is preferred.

Campbell Soup Co. Ltd. is a leader in the food processing business and offers an attractive starting salary and comprehensive benefit programme.

Please forward your resume to:

Ms. M. McGillivray
Campbell Soup Company Ltd.
 60 Birmingham St., Toronto M8V 2B8

Consumers Distributing

We can offer the following openings to qualified persons:

CLERK
 We have an immediate opening for Clerk who has accounts payable experience. The ideal candidate will have good English telephone communication skills handling supplier enquiries.

CLERK
 Our Inventory Management Department requires a person who has good English telephone communication skills to handle receiving appointments for incoming goods to our Distribution Centre. Some experience relating to inventory control would be an asset.

TEMPORARY CLERK

Also we have an opening for a bright person who is detail minded and has good English telephone communication skills to work on our Ring Control Department. Figure accuracy is essential. The position is for a temporary period of approximately 6 months.

Interested applicants please call

Mrs. J. Scott, Personnel Department

CONSUMERS DISTRIBUTING COMPANY LIMITED
 62 Belfield Rd., Rexdale
 245-4900 Ext. 122

SENIOR SECRETARY

A mature, calm, highly skilled Secretary is needed by this firm located at Queensway and Royal York. Must have dicta. Shorthand and French are definite assets. Salary \$215+.

MISSISSAUGA PERSONNEL 275-2366

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ACCOUNTING CLERK

Your knowledge of general accounting procedures will land you this interesting position with a major battery manufacturer.

Responsibilities include preparation of financial statements, reconciliation of accounts, preparation of journal entries, etc.

Experience required and familiarity with computer terminal input helpful.

Excellent company benefits.

RETA DUHAN
 277-3131

ESB CANADA LTD.
 2301 DIXIE RD.
 (at The Queensway)

KEYPUNCH OPERATOR
 Temporary

We require an experienced Keypunch Operator to work at our Meadowvale office on a continual temporary basis. The successful applicant will be familiar with IBM 3742 and Decision Data 9610 equipment. He/She will key alpha-numeric data from source documents. If interested please submit resume to or call:

Personnel Supervisor
MONSANTO CANADA INC.
 2000 Argenta Rd., P.O. Box 787
 Streetsville Post Office,
 Mississauga, Ont. L5M 2G4
 826-9222

OFFICE CLERK

An office clerk with good secretarial skills for small office in manufacturing laboratory to handle phone orders, enquiries, order processing, record keeping, correspondence. Submit resume with salary expectations:

Omega Laboratories Ltd.
 354 Olivewood Rd., Toronto M8Z 2Z7

BURROUGHS OPERATOR

Experienced operator, Burroughs Sensamatic 100 for accounts receivable and related work. Busy office, Dundas/Hwy. 427.

Call 624-3398

EXPERIENCED TYPIST

Experienced person to prepare quotations, sales orders and handle sales correspondence, as well as deal with valued customers on telephone.

PHONE MRS. ZALE
 231-5605
SWECO CANADA, LTD.
 40 Titan Rd.

SWITCHBOARD TYPIST

Experienced person required for switchboard, typing, clerical, reception duties in sales and service branch of an expanding company in the trailer industry. Good salary and benefits package.

Please apply in writing to:

Mr. M.R. Crompton
HIGHWAY TRAILERS OF CANADA LIMITED
 1201 Aimco Blvd., (Dixie/401)
 Mississauga, Ont. L4W 1B3

520 Sales Help

BEAT inflation. Join Home Gallery as a Salesperson. 10 needed. Home demonstrations of framed pictures. Commission with guaranteed minimum. No investment. Call collect 1-775-7131

525 Medical Help
 REGISTERED Nurse for health care part time. Interesting opportunity flexible hours. Must have own car. Excellent remuneration. Please call 481-3349 Thursday, June 14, 9 a.m. to 4 p.m.

540 Domestic Help Wanted
 LIVE-in mature lady required for weekends. Friday 6 p.m. to Sunday 6 p.m. for 88 year old lady. Nursing & light housekeeping duties. Good remuneration. New Toronto area. References required. 259-1155 days

HEALTHY mature homemaker to do light housekeeping in exchange for room and board in elderly couple's comfortable home. 249-4509 & 249-1690

WANTED — Live-in housekeeper & companion for elderly lady. References required. 743-8802

541 Domestic Help Available

ROSIE'S TRUSTY HELPERS
 Do you need help around the house or apt? We do laundry, sewing, babysitting, house cleaning, shopping and any odd jobs. For more information call 823-1076.

MOLLY Maid — Mississauga's own light housekeeping service, on a regular basis. Bonded, insured, own transportation. Presently serving many satisfied customers. 624-6243

EXPERIENCED cleaning lady looking for work, references. 653-9105 after 5 daytime. 622-5265.

EXPERIENCED cleaning lady available, call after 3 p.m. 532-3063

560 Career Training



MY SUCCESS FORMULA:
 1. DECIDE on my career path
 2. INVESTIGATE the opportunities available
 3. ACQUIRE the skills employers want

How DO I BEGIN? Get Started!

In six short weeks train for an exciting and rewarding career as a:

KEYPUNCH OPERATOR
 Or
BANK TELLER

Afternoon classes registering for June 18. Morning and evening classes registering for July.

For a FREE evaluation of your career potential call

276-2683
 9 a.m. to 9 p.m.
 3031A Hurontario St.
 Mississauga
 "Our graduates get jobs"

HOUSE — 2 aluminum doors in very good condition; electric stove, in Rexdale. Call 743-7849.